

## Issues to consider when applying for a Job Sharing arrangement

1. Scope / nature of work
  - a. Job tasks and responsibilities clearly divisible between the job share partners
  - b. Areas of overlap of job tasks and responsibilities
  - c. Cross coverage of duties, where required
  - d. Accountability and reporting structure
  - e. Dependency on other co-workers, managers, internal / external customers, etc. to get the job done
  - f. Access to confidential or sensitive information
  - g. Accessibility when off-work
2. Work schedule
  - a. Division of hours / days / weeks
  - b. Regular or predictable peak periods
  - c. Equity of workload and hours
3. Communication between job sharing partners
  - a. Need for, and frequency of, overlapping periods
  - b. Ability to ensure seamless transition and/or follow-up
4. Interaction with other co-workers, managers, internal / external customers, etc.
  - a. Need for communication with other co-workers, managers, internal / external customers, etc.
  - b. Participation in team meetings and activities
5. Salary and benefits
  - a. Equity of compensation for workload and hours
  - b. Equity of benefits entitlement